



Texas Commission on Environmental Quality

Instructions for submitting the Scrap Tire Transporter Annual Report (Form TCEQ-10311)

Reporting Requirements

Per Title 30, Texas Administrative Code Chapter 328, Subchapter F, transporters of scrap tires are required to submit to the Texas Commission on Environmental Quality (TCEQ) an annual report of their activities during each calendar year. The annual report has to include the following information: the number and type of used or scrap tires collected listed by generator name and address, the disposition of the tires, and the number of whole used or scrap tires delivered to each delivery destination. Transporters should include activities for the period January 1 through December 31 and submit the report to the TCEQ's Scrap Tire Management Program no later than March 1 of the year following the end of the reporting period.

The 2014 annual report for the period January 1, 2014 thru' December 31, 2014 is due on or before March 1, 2015.

If you are registered as a scrap tire transporter and are no longer in business or if the information provided to the TCEQ including contact information has changed, please fill out the tire registration status update form (TCEQ-20588).

Note: Facilities registered as a scrap tire facility and/or storage site are also required to submit the Scrap Tire Facility and/or Storage Site Combined Annual Report (Form 10305) in accordance with 30 TAC §328.63(d)(6) and §328.62(d)

Form 10311 is also available in MS Excel for completing electronically or PDF for printing and completing manually. These forms are available at the following link:

www.tceq.texas.gov/tires/index.html. See below for information on where and how to submit the annual report.

Contact and Mailing Information

Mail hard copy of the completed form to one of the following addresses, as appropriate:

By U.S. Postal Service:

MC 124
Scrap Tire Management Program
TCEQ
P.O. Box 13087
Austin, TX 78711-3087

By courier or overnight delivery

MC 124
Scrap Tire Management Program
TCEQ
12100 Park 35 Circle, Bldg A Mail Room
Austin, TX 78753

You can submit the electronic version of the report via email to tires@tceq.texas.gov.

You can also submit the report by fax at (512) 239-2007.

If you have questions, please contact the Scrap Tire Management Program at (512) 239-2515 or by email at tires@tceq.texas.gov.



Instructions for completing Form TCEQ-10311

Transporter Information

Provide your company name, the Transporter Registration number issued by TCEQ, State sales tax ID, physical address of the facility, mailing address including email address, phone number, Regulated Entity Number (RN) and Customer Name (CN) if issued by the TCEQ.

If any of this information has changed since your registration or last update, please complete the tire registration status update form (TCEQ-[20588](#)) and submit it to the TCEQ Scrap Tire Management Program.

If you wish to confirm your RN and/or CN, please visit the TCEQ's website at:

www15.tceq.texas.gov/crpub/

If you have any questions regarding your facility's RN/CN, please contact the TCEQ staff at registry@tceq.texas.gov or (512) 239-5175.

Certification Statement

Certify the submission by signing and including the date of signature. The certification is to be provided by the transporter's authorized representative. If you are submitting an electronic version of Form 10311, print a hard copy of the first page of Form 10311 and have the registered transporter's authorized signatory certify the information by signing and dating the submission.

Reporting Table

Using information from the "Whole Used or Scrap Tire Manifest," complete the "Scrap Tire Transportation Activity" table. Include the number and type of used or scrap tires collected from each generator; list the generator name and facility address, the disposition of the tires (i.e., identify where the scrap tires were delivered to – "P" if the tires were taken to a processor, "L" for landfill, "S" for storage, and "E" for other type of end user. For example if the scrap tires were taken to be used for a beneficial use project, then you can identify the destination as "E") and the number and type of scrap tires transported. If you transported tire pieces include the quantity (in lbs.) transported under the heading "Tire Pieces."

Summary Tire Information Table

If you use the MS Excel version of Form 10311, the summary information pertaining to the total number of passenger tires, truck tires, off-the-road tires, and the total weight of tire pieces (in lbs.) will be automatically calculated from the "Scrap Tire Transportation Activity" table and populated in the "Summary Tire Information" table. If you manually complete Form 10311, summarize the total number of passenger tires, truck tires, off-the-road tires, and the total weight of tire pieces (in lbs.) in this table with the information provided in the "Scrap Tire Transportation Activity" table.